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ARO Meetings
X- O/DD/I

26 May 1964

MEMORANDUM FOR THE RECORD

Subject: DDI Records Management

1. On 25 May 1964, [redacted] and I met with the following persons to discuss DDI records management problems: 25X1

[redacted] I's Office 25X1
R
SR

OCR/SR

2. The purpose of the meeting was to determine if DDI Offices had a backlog of records to be transferred to the Records Center as a result of the misinterpretation of procedures.

3. [redacted] discussed these items: 25X1

a. Records returned from the Center upon request are sometimes received in the mail room in bulk (10 or more boxes) late in the day and the mail room cannot deliver it. This is usually special material. [redacted] said the offices would have to pick it up because couriers are not available. 25X1

b. Difficulty in retrieving materials from NSA and DIA. I explained that last August, [redacted] brought this to my attention and I arranged for [redacted] Chief, Management Engineering of NSA to come here to listen to the problems. When [redacted] arrived [redacted] said that SR could not develop a specific complaint. Since then we have heard of no problems and assumed there were none. I agreed to contact representatives of NSA and DIA when SR can identify specific problems to discuss. 25X1 25X1 25X1 25X1

c. Difficulty in retiring CIA finished intelligence. This problem is due entirely to inadequate disposition instructions in SR Records Control Schedule which Ray has been revising for several months. Only about 15-20 cubic feet of records have been delayed in transfer to the Records Center because of the inadequate disposition instruction.

d. Problem of handling large volume of records returned to him by Records Center for review.

4. [redacted] said he did not know of any accumulation of records in offices which should go to the Records Center. 25X1

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5. [redacted] proposed: 25X1

a. Return to procedure of requesting Job Numbers by telephone.

b. Return to procedure of Records Center notifying Records Officers of records to be destroyed.

c. Eliminating description of records on Retirement Request.

6. There seems to be a problem of SR obtaining reports from OCI. This is purely an internal DDI problem.

7. [redacted] seemed to be pleased with the results of the meeting and suggested that this was a good way to solve our problems. 25X1

[redacted] 25X1

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